

SUPERVISOR CHECKLIST FOR PERMANENT SELECTIONS
(Place on Top of Selection Package)

_____ Submit request to fill vacancy to AMSOS-HRC-O (NOTE: Any action or selection for a GS-14 or GS-15 position must have prior OSC Command Group approval)

_____ For GS-11 & above position, prepare and submit criteria and interview questions for selection panel, along with names of panel members, to AMSOS-HRC-O

_____ RECEIVE REFERRAL LIST: _____
(date received)

_____ Panel members convene to review candidate packages and perform interviews for all best-qualified candidates (if more than one) who remain on the referral list if initial screening, based on merit factors, results in removal of some candidates from further consideration

_____ List candidates who will be interviewed, those not interviewed and reason(s) for not doing so, and those declining interviews

_____ Complete detailed scoring matrix, including resume and interview scores

_____ SELECTING OFFICIAL: _____
(signature) (date)

_____ APPROVING OFFICIAL: Approved _____ Disapproved _____

_____ (signature) (date)

_____ Submit all documentation from referral process, including selection statement, to AMSOS-HRC-O

_____ FOR GS-14 AND GS-15 POSITIONS:

APPROVED _____ WADE H. MCMANUS, JR.
Major General, USA
DISAPPROVED _____ Commanding

SUPERVISOR CHECKLIST FOR TEMPORARY SELECTIONS*

- _____ IAW CG Policy #70, identify "pool" area
- _____ Canvass "pool" area for interested candidates to provide justifications for why they are best suited for the job
- _____ Review justifications received from interested candidates
- _____ Make selection
- _____ Notify all interested candidates of selection decision
- _____ Submit Request for Personnel Action to AMSOS-HRC-O

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